

Indiana INTERNet

Final Internship Assessment By Employer Supervisor

Student Name _____

Semester _____ Year _____

Part I To be completed at the end of the student's internship. Please provide your candid evaluation of this student's performance or skill level in each of the following areas. This evaluation is not confidential and we encourage you to share it with the student. Feel free to use the back of this sheet or additional pages for any additional comments.

1=Lacks this skill 2=Limited/minimal skill level 3=Adequate/average skill level 4=Above average skill level 5=Exceptional skill level N/A Not Applicable

Communication Skills

Skill Level

- | | |
|--|---------------|
| 1. Demonstrates oral communication skills required for the job. | 1 2 3 4 5 N/A |
| 2. Writes clearly and concisely. | 1 2 3 4 5 N/A |
| 3. Is willing to speak up, communicate information, and ask for clarification. | 1 2 3 4 5 N/A |
| 4. Listens to feedback and acts to improve. | 1 2 3 4 5 N/A |

Problem Solving/Decision Making Skills

- | | |
|--|---------------|
| 1. Analyzes situations and takes appropriate action. | 1 2 3 4 5 N/A |
| 2. Offers creative solutions to problems. | 1 2 3 4 5 N/A |
| 3. Collects and analyzes information to do a task and establishes a course of action in a specific period of time. | 1 2 3 4 5 N/A |
| 4. Resolves problems in adequate time period | 1 2 3 4 5 N/A |

Teamwork

- | | |
|--|---------------|
| 1. Makes a positive impact on work team by establishing rapport and credibility. | 1 2 3 4 5 N/A |
| 2. Shares information/resources with others | 1 2 3 4 5 N/A |
| 3. Assists/cooperates with co-workers. | 1 2 3 4 5 N/A |
| 4. Is willing to put in extra time and effort | 1 2 3 4 5 N/A |
| 5. Assumes appropriate leadership role(s) | 1 2 3 4 5 N/A |

Self Management

Skill Level

- | | |
|--|---------------|
| 1. Produces high-quality, error-free work. | 1 2 3 4 5 N/A |
| 2. Adopts new strategies when current approach is not effective. | 1 2 3 4 5 N/A |
| 3. Uses good judgement/establishes priorities | 1 2 3 4 5 N/A |
| 4. Makes efficient use of time. | 1 2 3 4 5 N/A |
| 5. Demonstrates/practices ethical behavior. | 1 2 3 4 5 N/A |
| 6. Arrives on time and maintains agreed hours | 1 2 3 4 5 N/A |

Part II Please discuss whether this student successfully completed the learning objectives you discussed and whether your expectations were met or exceeded.

Overall Evaluation – Given your expectations for this internship, this student's overall performance (in comparison with all other students performing similar duties) was in:

☐ top 5% ☐ top 25% ☐ top 50% ☐ lower 50% of all students

☐ the highest level ☐ an above average level ☐ a satisfactory level ☐ a limited level

Please indicate the number of interns you have on an annual basis?

☐ 1-2 ☐ 3-4 ☐ 5-6 ☐ 7-10 ☐ 11-15 ☐ 16 or more ☐ Not sure

Did the student receive academic credit for this internship experience? _____

Was this internship experience paid or unpaid?_____

How would you rate the level of involvement you had with the college/university with this internship experience?

☐ very involved ☐ somewhat involved ☐ not at all involved

In terms of preparation for the internship, the student's prior academic coursework was:

☐ very useful ☐ of some use ☐ not very useful

Please indicate areas or topics to be discussed that would make the student more academically prepared for this internship experience. _____

Please assess the job responsibilities you assigned to your intern:

☐ difficult to achieve ☐ challenging, but attainable ☐ not challenging

How would you assess the **overall value** this intern provided for your operation?

☐ very valuable ☐ somewhat valuable ☐ very limited value/no value

How would you assess the intern's overall performance?

☐ outstanding ☐ above average ☐ satisfactory ☐ below average ☐ unsatisfactory

What suggestions do you have to improve the quality of this internship (please include any specific recommendations you have that might be useful to the student, the college or university, and/or Indiana INTERNnet.)

Employer Signature _____

Employer Printed Name _____

Address _____

Date _____

Telephone _____

E-mail _____